



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

(Tribal Members Only)

Opening Date: 11/23/2016

Closing Date: 12/07/2016

Position Title: Recreation Activities Coordinator/Receptionist

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Department: Tule River Tribal Elders

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Work Schedule: Varies

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Wage Rate: Pay Range 27: \$15.20-\$19.46/Hr./ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- GED or High School Diploma
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:**

Recreation Activities Coordinator/ Receptionist

**WORKSITE:** Tule River Tribal Elders

217 S Reservation Road  
Porterville, CA 93257

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**GENERAL POSITION DESCRIPTION**

Coordinate a variety of recreational activities as directed by the Elders Council. Responsible for handling front office reception and administrative duties, including answering the phones, handling inquiries, and preparing travel arrangements as needed.

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**DUTIES AND RESPONSIBILITIES:**

1. Answer phone calls: route to specific people, and answer inquiries about the Elders Council organization.
2. Greet visitors.
3. Coordinate mail flow in and out of office.
4. Send/Receive emails and faxes pertaining to Elders Council.
5. Perform basic bookkeeping, filing, and clerical duties.
6. Prepare travel vouchers as directed by Elders Council.
7. Contact outside sources as needed or directed by the Elders Council.
8. Talk with Elders about activities and offer suggestions that may meet their needs.
9. Negotiate the type and cost of activities to be provided in line with the budget.
10. Advise the Elders Council on matters requiring their attention and implement their decision(s).
11. Collect fees, prepare receipt deposits fees into Elders Account at Tribal Office, and collect deposit receipt for filing at the Elders Center.
12. Prepare and maintain a filing system for all Tribal Elder Budget Account Records.
13. Operates Elders Council Vehicle to pickup supplies.
14. Maintain safety and cleanliness of the Elders Building and grounds in conjunction with Facilities Management.
15. Perform all other duties as assigned by the Elders Council.

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**QUALIFICATIONS:**

1. Must be a qualified Tule River Tribal Member. Tule River Tribal Elder, preferred.
2. High School Diploma or GED.
3. At least three (3) years experience in a similar work environment.
4. Must have a valid California driver's license and be insurable through the Tribe.
5. Good organizational and time management skills.
6. Good communication skills.

7. Enjoy working with people.
8. Attention to detail.
9. Neat personal appearance.
10. Comfortable working with computers.
11. Willing to be a functional part of the organization.
12. Communicate effectively with the public.
13. Deal with others in a professional manner.
14. Maintain the professional composure in heated situations.
15. Follow Elders Council policies and procedures.
16. Prioritize daily workflow.
17. Task planning and scheduling.
18. Safety recognition.
19. Mathematical skills, including addition, subtraction, division, and multiplication.
20. Able to express "common sense".
21. Computer operations and applications, include word processing, spreadsheet, data base, email, and internet.

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#### PHYSICAL REQUIREMENTS:

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and be able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

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<b>This position reports to:</b>	Elders Council
<b>Supervises:</b>	None
<b>Salary:</b>	Pay Range 27: \$15.20-\$19.46/ HR/ Paid Bi-Weekly
<b>Hours:</b>	Hours will vary
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE